Independent Statistics & Analysis
U.S. Energy Information Administration

Formatting Tables in Excel Using Table Cell Styles

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Contents

Formatting Tables in Excel

These instructions will help you to use the Excel table template to format tables in Excel before you move them to the Word template. You will learn about table cell styles and how to correctly format a table for printed EIA reports. Once the table has been properly formatted in Excel following these instructions, you can copy and paste the table from Excel into the Word template (without having to reformat in word).

A single template will never fit every situation. Given the uniqueness of EIA data tables, this template is intended to simplify table formatting while permitting flexibility in table design and adhering to the EIA brand. Please note that we have not prevented the use of any of Excel's normal functionality, we have merely created some cell styles that should take the guess-work out of styling, and the tedium out of border-creation. If you find that the existing cell styles do not fit your current circumstances, please contact the Office of Communications and we will look into options that will work best with your table and report, while still maintaining EIA branding.

If you need assistance with formatting tables, contact <u>Britney Vest</u> in the Office of Communications.

Getting Started with the EIA Excel Table Template

Download the EIA Table Template from the Intranet
You will need to download the template file from the Intranet.

Installing the EIA Excel Table Template
The EIA Excel Table template needs to be downloaded and saved properly onto your computers. Please follow the exact steps below so that you will save these in the correct location.

1. Click on the link from the Intranet to begin downloading the template file
2. When asked to save, navigate to your Local Disk C
3. Click on the Documents and Settings folder
4. Click on your personal three letter user account (e.g. bva)
5. Click on the Application Data folder
6. Click on the Microsoft Folder
7. Click on Templates
8. Once you have navigated to this location then save your file here, by clicking OK

Opening the EIA Table Template in Excel
1. When logged into your computer, Open Microsoft Excel
2. Look in upper left corner of screen to click the Microsoft Office Button
3. Click New
4. Under Templates, click My Templates to select the EIA table template
5. Double-click the EIA table template
6. Begin your new table

EIA Themes

Go to the Intranet to download these files.

Installing the EIA Theme

The EIA Theme needs to be downloaded and saved properly onto your computers. Please follow the exact steps below so that you will save these in the correct location.

1. Click on the link above to begin downloading the template files
2. When asked to save, navigate to your Local Disk C
3. Click on the Documents and Settings folder
4. Click on your personal three letter user account (e.g. bva)
5. Click on the Application Data folder
6. Click on the Microsoft Folder
7. Click on Templates
8. Click on Document Themes
9. Once you have navigated to this location then save your file here, by clicking OK

Installing the EIA Color Theme

The EIA Color Theme needs to be downloaded and saved properly onto your computers. Please follow the exact steps below so that you will save these in the correct location.

1. Click on the link above to begin downloading the template files
2. When asked to save, navigate to your Local Disk C
3. Click on the Documents and Settings folder
4. Click on your personal three letter user account (e.g. bva)
5. Click on the Application Data folder
6. Click on the Microsoft Folder
7. Click on Templates
8. Click on Document Themes
9. Click on Theme Colors
10. Once you have navigated to this location then save your file here, by clicking OK

Installing the EIA Font Theme

The EIA Font Theme needs to be downloaded and saved properly onto your computers. Please follow the exact steps below so that you will save these in the correct location.

1. Click on the link above to begin downloading the template files
2. When asked to save, navigate to your Local Disk C
3. Click on the Documents and Settings folder
4. Click on your personal three letter user account (e.g. bva)
5. Click on the Application Data folder
6. Click on the Microsoft Folder

7. Click on Templates
8. Click on Document Themes
9. Click on Theme Fonts
10. Once you have navigated to this location then save your file here, by clicking OK

Choosing the EIA Theme in Excel

Be sure to choose the correct theme before you begin formatting. This will ensure that the colors and fonts are correct. The theme that should be used is eia_report.

1. Open the document in Excel
2. Click on the Page Layout tab
3. Click on the Themes drop down and select eia_report
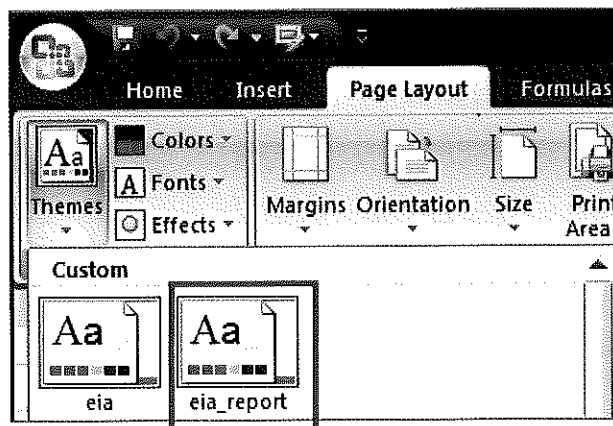
Locating the Styles Panel

The Styles panel will be referred to throughout the instructions. It is located on the Home tab in the Styles group (See figures below, number 1). To see all the available cell styles that have been custom created for EIA formatted tables you must hit the More button (See figures below, number 2).
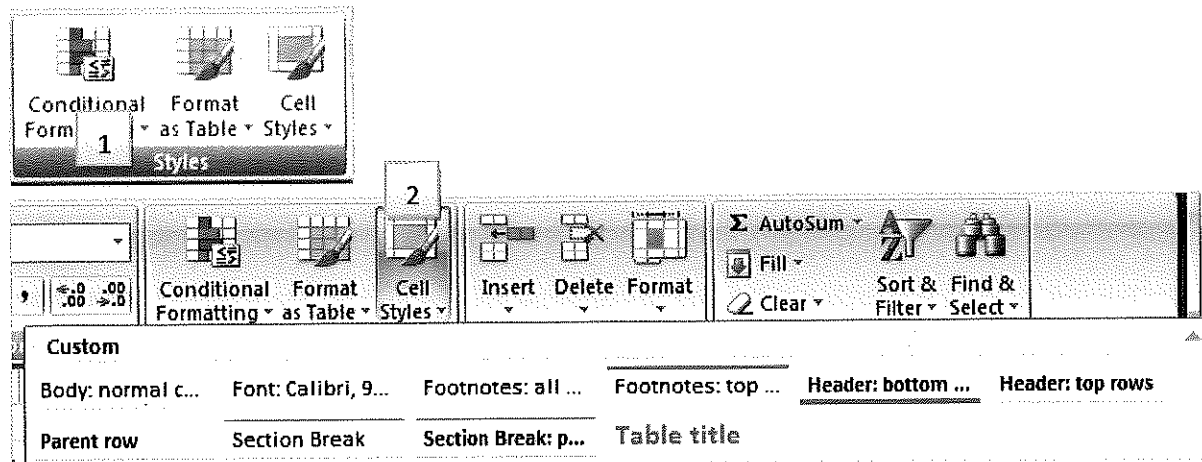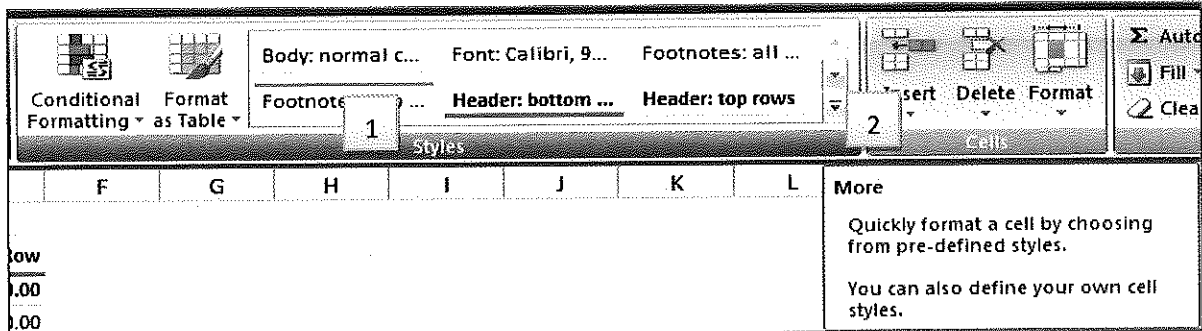
This panel may look different on your computer. Microsoft Office Products – Word, Excel, PowerPoint – expand and contract various items within the ribbon (top menu) based upon monitor resolution and/or window size. One of the two screenshots above should be an accurate representation of your Styles panel.

Correctly Formatted Excel Table Example

Below is an example of a correctly formatted table. We will refer back to this example throughout these instructions.

	A	B	C	D	E
			Section Header Top		
2	Header Row	Header Row	Header Row	Header Row	Header Row
3	Section 1	0.00	0.00	0.00	0.00
4	Subsection	0.00	0.00	0.00	0.00
5	Subsection	0.00	0.00	0.00	0.00
6	Subsection	0.00	0.00	0.00	0.00
7	Section 2	0.00	0.00	0.00	0.00
8	Subsection	0.00	0.00	0.00	
9	Subsection	0.00	0.00	0.00	
10	Subsection	0.00	0.00	0.00	
11	Total Row	0.00	0.00	0.00	0.00
12	Section 3	0.00	0.00	0.00	0.00
13	Subsection	0.00	0.00	0.00	0.00
14	Subsection	0.00	0.00	0.00	0.00
15	Subsection	0.00	0.00	0.00	0.00
16	Section 4	0.00	0.00	0.00	0.00
17	Subsection	0.00	0.00	0.00	0.00
18	Subsection	0.00	0.00	0.00	0.00
19	Subsection	0.00	0.00	0.00	
20	Subsection	0.00	0.00	0.00	
21	Subsection	0.00	0.00	0.00	
22	Subsection	0.00	0.00	0.00	
23	Total Row	0.00	0.00	0.00	0.00
24	Footnotes type here...				

Turning Gridlines On and Off

The gridlines are turned off in the Excel template because it is easier to format the table with them off. As you make changes using the Cell Styles you will be able to see what changes you are making and what each style does to the table. However, you can easily turn the gridlines back on whenever you need them.

1. Go to the View Tab
2. Locate the Show/Hide group
3. Check the Gridlines checkbox to turn gridlines on, or uncheck the box to turn gridlines off (see below).
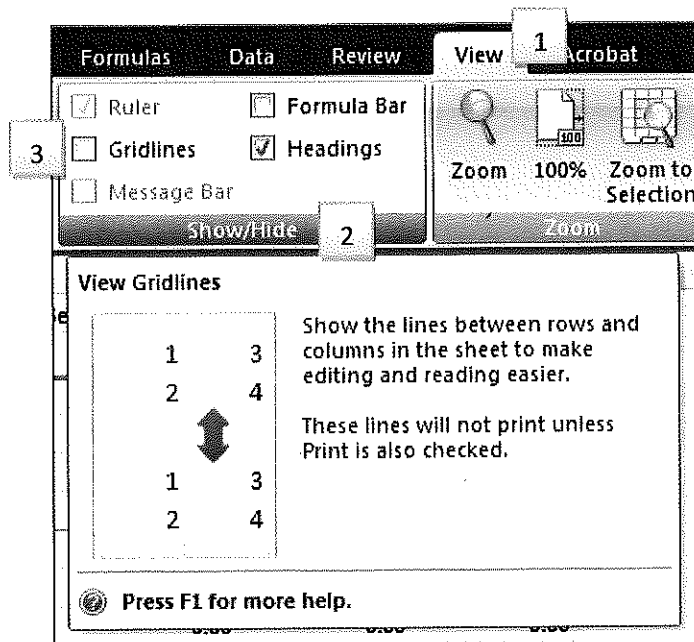
Setting the Correct Font and Font Size

1. To check font and font size, click into any area of the table and look at the Home tab under the Font section. If it doesn't already say Calibri (body), then there are two ways to change it to the correct font.

▲	A	B	C
1			Section Header Top
2	Header Row	Header Row	Header Row
3	Section 1	0.00	0.00
4	Subsection	0.00	0.00
5	Subsection	0.00	0.00
6	Subsection	0.00	0.00
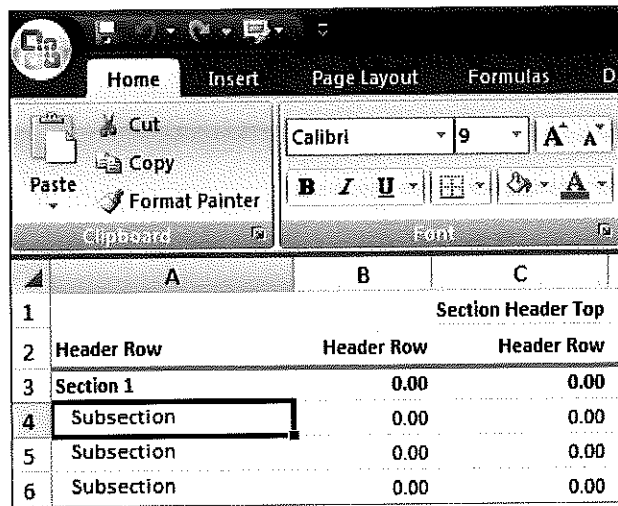
2a. **If you already have bolding, italics, etc. in your table:** Select the entire table and manually change the font in the Font section so as to not remove any of your font formatting.

– OR –

2b. **If you do not have font formatting or are starting your table from the beginning:** Select your table, go to the Home tab and find the Styles section, choose Font: Calibri, 9pt regular style, from the drop down. You should see that your table now has the correct font and font size.
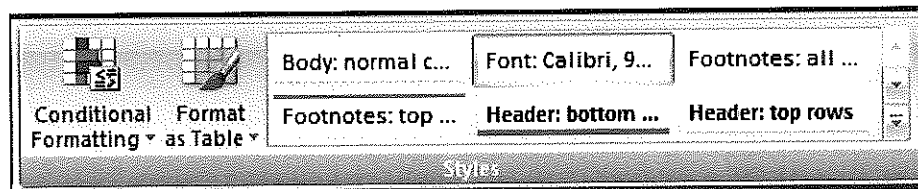
Formatting the Header

When formatting tables it is best to start at the top and work your way down. To style the Header follow the directions below.

1. Highlight the last row of your header (if you have multiple header rows you will be formatting those as well, but for now, just start with the bottom row.)

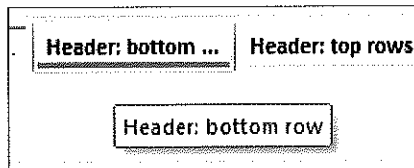| 1		Section Header Top			
2	Header Row	Header Row	Header Row	Header Row	Header Row
3	Section 1	0.00	0.00	0.00	0.00

2. Go to the Styles panel
3. Select the style called "Header: bottom row." This style will bold your header row and add a thick blue line underneath it.

Header: bottom ...	Header: top rows
Header: bottom row	

If you have a multi-row header, format the top header rows by selecting them and using the style "Header: top rows." See example below:

Section Header Top				
Header Row	Header Row	Header Row	Header Row	Header Row
Section 1	0.00	0.00	0.00	0.00

Custom					
Body: normal c...	Font: Calibri, 9...	Footnotes: all ...	Footnotes: top ...	Header: bottom ...	Header: top rows
Parent row	Section Break	Section Break: p...	Table title		
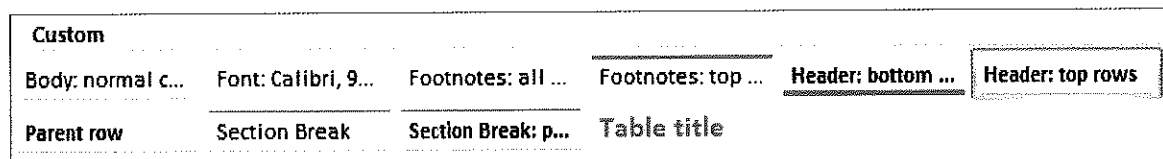
Formatting Multiple Top Header Rows

Some tables may have more than one Section Header Top rows if that is the case on the table you are formatting then you may be seeing "line breaks" where you do not want them. Below is an example table that shows how to handle this issue.

To remove the line breaks from the top header row select the row directly below. In this example the top row that needs the line breaks removed is Row 2. By selecting Row 3 this will insert the new row directly underneath Row 2. Right click on the row directly below and select Insert. A new row will be added.

Once the new row has been added, select the row. On the Home tab in the Editing group select the Clear dropdown and click on Clear Formats. This will clear any formatting from the newly added line.
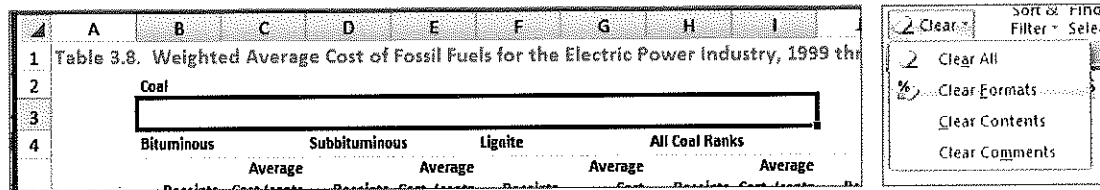
Once the formatting has been cleared you will resize the row by moving it up directly underneath the row above it. In the example below the new line that was added was Row 3, however you do not see it anymore because it has been resized. By adding a new row, removing the formatting and resizing that same row it allows the top row to be formatted correctly without any line breaks.

	Coal							
	Bituminous		Subbituminous		Lignite		All Coal Ranks	
		Average		Average		Average		Average
	Receipts (trillion Btu)	Cost (cents per MMBtu)	Receipts (trillion Btu)	Cost (cents per MMBtu)	Receipts (trillion Btu)	Cost (cents per MMBtu)	Receipts (trillion Btu)	Cost (cents per MMBtu)
1999	10.772	131	6.760	110	996	93	18.461	122

Formatting the Body of the Table

1. Select the entire body (notice in the example below the body **does not** include any header rows or the footnote rows)

⊿	A	B	C	D	E
1			Section Header Top		
2	Header Row	Header Row	Header Row	Header Row	Header Row
3	Section 1	0.00	0.00	0.00	0.00
4	Subsection	0.00	0.00	0.00	0.00
5	Subsection	0.00	0.00	0.00	0.00
6	Subsection	0.00	0.00	0.00	0.00
7	Section 2	0.00	0.00	0.00	0.00
8	Subsection	0.00	0.00	0.00	0.00
9	Subsection	0.00	0.00	0.00	0.00
10	Subsection	0.00	0.00	0.00	0.00
11	Total Row	0.00	0.00	0.00	0.00
12	Section 3	0.00	0.00	0.00	0.00
13	Subsection	0.00	0.00	0.00	0.00
14	Subsection	0.00	0.00	0.00	0.00
15	Subsection	0.00	0.00	0.00	0.00
16	Section 4	0.00	0.00	0.00	0.00
17	Subsection	0.00	0.00	0.00	0.00
18	Subsection	0.00	0.00	0.00	0.00
19	Subsection	0.00	0.00	0.00	0.00
20	Subsection	0.00	0.00	0.00	0.00
21	Subsection	0.00	0.00	0.00	0.00
22	Subsection	0.00	0.00	0.00	0.00
23	Total Row	0.00	0.00	0.00	0.00
24	Footnotes type here...				
25					

2. Select the style "Body: normal cell" and you have now added the gray dotted lines.

Custom	
Body: normal c...	Font: Calibri, 9...
Parent row	Body: normal cell
Good, Bad and Neutral	

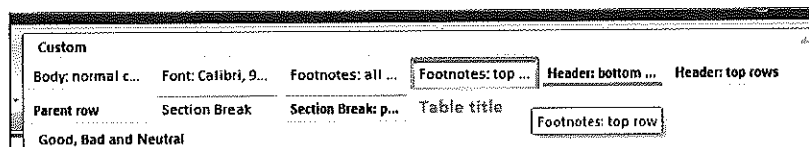| ⊿	A	B	C	D	E
1			Section Header Top		
2	Header Row	Header Row	Header Row	Header Row	Header Row
3	Section 1	0.00	0.00	0.00	0.00
4	Subsection	0.00	0.00	0.00	0.00
5	Subsection	0.00	0.00	0.00	0.00
6	Subsection	0.00	0.00	0.00	0.00
7	Section 2	0.00	0.00	0.00	0.00
8	Subsection	0.00	0.00	0.00	0.00
9	Subsection	0.00	0.00	0.00	0.00
10	Subsection	0.00	0.00	0.00	0.00
11	Total Row	0.00	0.00	0.00	0.00
12	Section 3	0.00	0.00	0.00	0.00
13	Subsection	0.00	0.00	0.00	0.00
14	Subsection	0.00	0.00	0.00	0.00
15	Subsection	0.00	0.00	0.00	0.00
16	Section 4	0.00	0.00	0.00	0.00
17	Subsection	0.00	0.00	0.00	0.00
18	Subsection	0.00	0.00	0.00	0.00
19	Subsection	0.00	0.00	0.00	0.00
20	Subsection	0.00	0.00	0.00	0.00
21	Subsection	0.00	0.00	0.00	0.00
22	Subsection	0.00	0.00	0.00	0.00
23	Total Row	0.00	0.00	0.00	0.00
24	Footnotes type here...				
25					

3. Select any body cells with numbers in them and Right align them. All body cells with characters and the first column should be Left aligned.

Formatting the Footnotes

1. Select the top row of the footnotes only

23	Total Row	0.00	0.00	0.00	0.00
24	Footnotes type here...				

2. Go to the Styles panel and select the style "Footnotes: top row"

Custom					
Body: normal c...	Font: Calibri, 9...	Footnotes: all ...	Footnotes: top ...	Header: bottom ...	Header: top rows
Parent row	Section Break	Section Break: p...	Table title	Footnotes: top row	
Good, Bad and Neutral					

3. The top row of your footnotes should now look like this:

23	Total Row	0.00	0.00	0.00	0.00
24	Footnotes type here...				

4. Select the rest of your footnotes

24	Footnotes type here... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed lacinia ligula pulvinar arcu elementum posuere. Duis eros enim, aliquam sed elementum a, malesuada eu mi. Nullam tempor feugiat leo id dictum. Nunc eu lacus augue. Sed semper lorem eget mauris rutrum vestibulum. Cras tincidunt quam a tortor pretium luctus. Quisque.
25	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed lacinia ligula pulvinar arcu elementum posuere. Duis eros enim, aliquam sed elementum a, malesuada eu mi. Nullam tempor feugiat leo id dictum. Nunc eu lacus augue. Sed semper lorem eget mauris rutrum vestibulum. Cras tincidunt quam a tortor pretium luctus. Quisque.

5. Go to the Styles panel and select the style "Footnotes: all except top row"

Custom					
Body: normal c...	Font: Calibri, 9...	Footnotes: all ...	Footnotes: top ...	Header: bottom ...	Header: top rows
Parent row	Section Break	Section Break: p...	Footnotes: all except top row		
Good, Bad and Neutral					

6. The rest of your footnotes should now look like this:

Total Row	0.00	0.00	0.00	0.00
Footnotes type here... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed lacinia ligula pulvinar arcu elementum posuere. Duis eros enim, aliquam sed elementum a, malesuada eu mi. Nullam tempor feugiat leo id dictum. Nunc eu lacus augue. Sed semper lorem eget mauris rutrum vestibulum. Cras tincidunt quam a tortor pretium luctus. Quisque. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed lacinia ligula pulvinar arcu elementum posuere. Duis eros enim, aliquam sed elementum a, malesuada eu mi. Nullam tempor feugiat leo id dictum. Nunc eu lacus augue. Sed semper lorem eget mauris rutrum vestibulum. Cras tincidunt quam a tortor pretium luctus. Quisque.				

If your footnotes aren't aligning properly to the left, check for extraneous spaces (sometimes people type a space at the beginning of each footnote; unfortunately, these spaces need to be erased manually).

Adding Section Breaks

Unless you are formatting a very simple table, you will most likely have some 'sections' to break up within your table without creating new tables.

Cell Style — 'Section Break'

If you need to split up different parts of your table, use the cell style called 'Section Break.' This adds a solid thin blue line on the top of the section of your table that you have highlighted. Highlight the first line of a section in your table and select the cell style from the Styles panel (see page 4).

Subsection	0.00	0.00	0.00	0.00
Section 2	0.00	0.00	0.00	0.00
Section 3	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00

Cell Style — 'Section Break Parent'

If your row has subsections or 'children' then you will select the cell style called 'Section Break Parent.' This adds a solid thin blue line on the top, bolds the font, and adds a solid thin grey line below the text that you have highlighted. Highlight the first line of the section with children and select the cell style from the Styles panel (see page 4).

Subsection	0.00	0.00	0.00	0.00
Section 4	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00

Cell Style — 'Parent Row'

If you have a 'Parent row' but the table does not have multiple sections and/or you have multiple parent rows within a single section then use the cell style 'Parent row.' The style adds a solid grey line below and bolds the font. Highlight the parent row on the table and select the cell style from the Styles panel (see page 4).

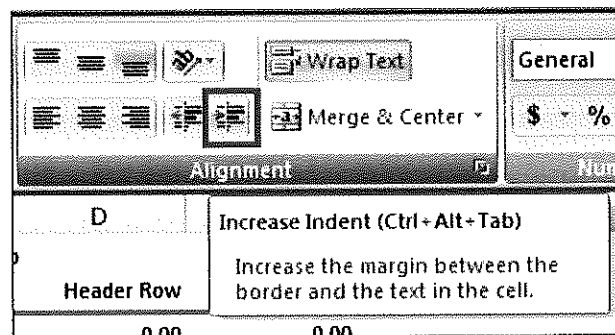|				
Section 1	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00

Adding Indents

Add indents to table cells after you're done styling the table. Many of the cell styles include alignment formatting (e.g. align left or align bottom) and will undo your indents when applied. However, indenting after styling will not undo your styling.

1. Select the part/parts of your table that you want to indent

◢	A
1	
2	Header Row
3	Section 1
4	Subsection
5	Subsection
6	Subsection

2. Go to the Home tab
3. Locate the Alignment group
4. Click on the Increase Indent button

| D	Increase Indent (Ctrl+Alt+Tab)
	Increase the margin between the border and the text in the cell.
Header Row	
0.00	0.00

5. Highlighted section will then be indented — this process should be used instead of using spaces to indent.

◢	A
1	
2	Header Row
3	Section 1
4	Subsection
5	Subsection
6	Subsection

Adding Shading or a Fill to Cells

If you have a legitimate reason (e.g. if your report talks about a specific datum that is represented as a single row in a larger table, shading the row is a good way of calling attention to it to add shading to your table then you should do so. Please use the EIA color palette when adding shading.

The fill option is located on the Home Tab in the Font group under the paint bucket symbol.
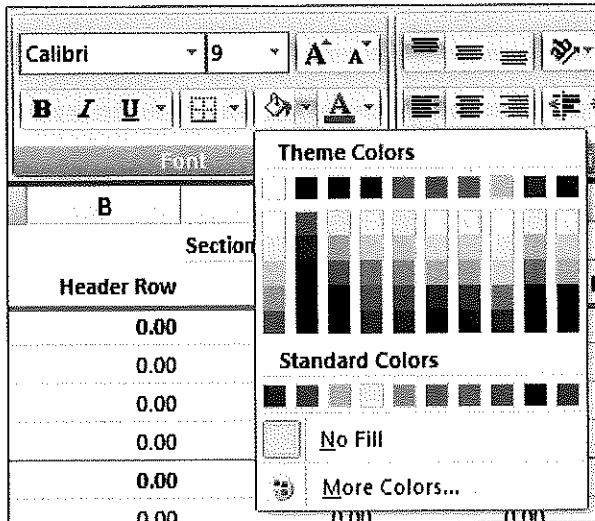
Highlight the area on your table that you want to add a fill or shade to and select your color. See example below.

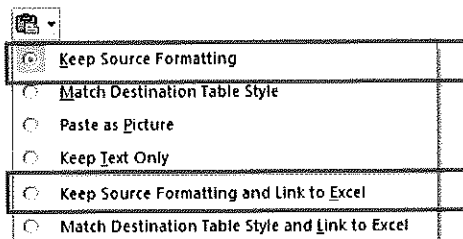| Header Row	Section Header Top			
	Header Row	Header Row	Header Row	Header Row
Section 1	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00
Subsection	0.00	0.00	0.00	0.00

Bringing Formatted Tables from Excel into Word Template/Report

Once you have formatted your table in Excel it is now time to place it into your report and into the Word template.

1. Select the entire table (including the header and footnotes and excluding the title)
2. Copy table
3. Open your Word report/template
4. Place the cursor where you want to place the new table
5. Paste table
6. Follow the proper instructions for inserting a caption in the Word template

When pasting your table into the Word template/report you will have a clipboard appear and several options will be given for you to choose from. The recommended options are either to choose "Keep Source Formatting" or "Keep Source Formatting and Link to Excel." The only difference here is that if you choose the linking option it will automatically update your table if you make any changes to the table in Excel. Even if you chose to link the table to Excel, when updating the title in the table you will still have to manually change the title in the templated report document, by inserting a caption (see page 41 in *the EIA Report Template How-To Guide and Instructions* located on the Intranet.)

When you bring the formatted Excel table into the EIA Word template, chose Keep Source Formatting or Keep Source Formatting and Link to Excel.

●	Keep Source Formatting
○	Match Destination Table Style
○	Paste as Picture
○	Keep Text Only
○	Keep Source Formatting and Link to Excel
○	Match Destination Table Style and Link to Excel

Graphing Guidelines

SETUP

stand alone

Charts, graphs, images, and maps should stand alone. The title should be the main message of the graph. Define units. Include sources and logos.

title

Left justify titles at the top, and use sentence case, Arial 14 point, regular not bold, black font.

logo and source

Include the EIA logo and source on all graphs.
How to: lock aspect ratio so it doesn't get distorted.

worksheet

Embed each graph on a labeled and tabbed worksheet with the relevant data in Microsoft Excel.

embed

Embed all titles, notes, and sources in text boxes on the graph.

notes/sources

Arial 9 point, black font, and sentence case.

STYLING

graph size

Use 8.75" width. EIA style does not have a restriction on height.
See sizing options under format.

font

Use Arial font, regular weight throughout.

units

Under the title, units are left justified, all lowercase, no parens, Arial 10 point, black.

labels/legend

Label the lines, bars, and pie slices. When possible, minimize the use of legends. Line labels are usually the same color as the lines.

LINES AND COLORS

colors

Use the EIA theme and colors.
How to: page layout » themes » select EIA (under custom).

gridlines

Use horizontal gray gridlines.
How to: format gridlines » line color » 15% dark gray under white.

borders
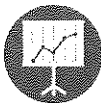
How to: format chart area » border color » no line.

outlines

No outlines for bar segments or pie chart slices.

y-axis line

No y-axis line.
How to: format axis line color » no line.

eia

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Excel Guidelines

Topic Overview

- About the EIA Excel table styles
- Installing the table styles
- Opening the Excel table styles
- Opening the table style guides
- Cheat sheet
- Example document

Contacts

Allison Coyle, templates and graphics
Dale Sweetnam, logo and copyright

The EIA Excel table styles

There are two ways you can format tables for your document — in Excel, or directly in Word. The easiest way to format tables is by using the EIA Excel Table Styles for the formatting and then copying and pasting the formatted table into your Word document. If you are more comfortable formatting tables directly in Word, you can do that instead of using the Excel template. Either way should yield tables formatted according to EIA standards.

To maintain consistency, do not change the cell styles in the provided Excel document. See the cheat sheet for a quick listing of the styles and where to use them on your tables. Also see an example document that has been styled properly for you to refer to when formatting tables.

Installing the Excel table styles

First, you will need to show the hidden files.

Follow these steps:

1. Click on the Windows symbol on the bottom of the left of the screen
2. Click on Control Panel
3. Click on Folder Options
4. Click the View tab
5. Click on the "Show hidden files, folder and drives" radio button, then click "OK" to save the setting

The EIA Excel table styles can be downloaded and saved on your computer. Please follow the steps below so that you save the Excel table style document in the correct location. Be sure you do not rename the file.

1. **Right-click** on the EIA Excel table styles and choose "save target as..." (Internet Explorer) or "save link as..." (Firefox and Chrome)
2. Navigate to your local disk C
3. Click on the Users folder
4. Click on your personal three-letter user account (e.g., bva)
5. Click on the **AppData folder** (you must have hidden files and folders showing in order to see this folder)
6. Click on the Roaming folder
7. Click on the Microsoft folder
8. Click on Templates
9. Once you have navigated to this location, save your file by clicking OK

Opening the Excel table styles

1. When logged into your computer, open Microsoft Excel
2. Look in upper left corner of screen to click the Microsoft office button
3. Click new
4. Under Templates, click My Templates to select the eia_table_styles
5. Double-click the eia_table_styles to open the file
6. Begin a new table or copy and paste a table to be formatted into the document

The EIA Excel Table Style Guidelines

Please follow the guidelines when using the EIA Excel template. You do not need to read the entire document cover to cover; instead, use it as a reference. If you need to know how to style the footnotes, simply go to the section on styling the footnotes and follow the step-by-step instruction.

Note that the PDF has bookmarks that make it easy to jump from section to section within the guidelines document, or you can jump directly to a section within the document from the the links below:

1. Formatting Tables in Excel
2. Getting Started with the EIA Excel Table Template
3. EIA Themes
4. Locating the Styles Panel
5. Correctly Formatted Excel Table Example
6. Turning Gridlines On and Off
7. Setting the Correct Font and Font Size
8. Formatting the Header
9. Formatting the Body of the Table
10. Formatting the Footnotes
11. Adding Section Breaks
12. Adding Indents
13. Adding Shading or a Fill to Cells
14. Bringing Formatted Tables from Excel into Word Template/Report

If you have any questions or are currently working on a report and need immediate assistance, please contact Allison Coyle (202-586-5299) or Lynn Parrish (202-586-7471) in the Office of Communications.

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Communications	Organization Chart	Leadership Briefings	Writing & Graphing	Telework Application	Telework Application
Administrative Services	Office Rosters	Themes & Templates	Product Review	Business Cards	USC Dashboard
Information Quality	EIA Community Committees		Human Resources	Foreign and U.S. Visitor Clearance	Budget, Planning, & Execution System
Project Management			Records Management		MyCareer@EIA
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					PowerPedia
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Chart Templates

Topic Overview

You can use the chart templates below in Excel, PowerPoint, and Word. You must install them in the proper location in order for the templates to show up in your chart templates in Excel/PowerPoint/Word.

Contacts

Allison Coyle, templates and graphics
Dale Sweetnam, logo and copyright

Installing the chart templates

1. Right-click on one of the links below and choose "Save target as..." (Internet Explorer) or "Save link as..." (Firefox and Chrome)
2. Navigate to your Local Disk C
3. Click on the Documents and Settings folder
4. Click on your personal three-letter user account (e.g., bva)
5. Click on the **AppData folder**
6. Click on the Microsoft folder
7. Click on Roaming folder
8. Click on Templates
9. Click on Charts (this folder may need to be created)
10. Once you have navigated to this location, save your file by clicking OK

Line chart
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2-axis line chart
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Column chart
Download (.crtx file)

Stacked column chart
Download (.crtx file)

Combination line and column chart
Download (.crtx file)

Stacked bar chart
Download (.crtx file)

Area chart
Download (.crtx file)

Pie chart
Download (.crtx file)

Bar chart
Download (.crtx file)

Expanded pie chart
Download (.crtx file)

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Communications	Organization Chart	Leadership Briefings	Writing & Graphing	Telework Application	Telework Application
Administrative Services	Office Rosters	Themes & Templates	Product Review	Business Cards	USC Dashboard
Information Quality	EIA Community		Human Resources	Foreign and U.S.	Budget, Planning, &
	Committees		Records Management	Visitor Clearance	Execution System

Project Management
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